

# TOWN OF WEST STOCKBRIDGE

## BUILDING PERMIT/SITE PLAN REVIEW APPLICATION INSTRUCTIONS

As per the Mass State Building code, a permit is required for all work on systems or areas of a structure that are regulated by the building code (780 CMR). A building permit is required for most construction and alterations, including but not limited to the following:

New Structures, additions or new accessory buildings  
Install swimming pools (both in-ground and above-ground) and required enclosure  
Add or alter any structural components of an existing structure  
New roofing material  
Replace or add roof sheathing  
Replace, add or alter any interior partitions in an existing structure  
New siding (not replacement of incidental damaged or rotten pieces)  
Install insulation  
Replace heating and/or cooling system (furnace or boiler)  
Replace or add sheetrock in an existing structure  
New or replacement windows  
Replace or add skylights  
Add or alter foundation of existing structure  
Add or alter a chimney or fireplace  
Install a solid-fuel burning appliance (wood, pellet, corn, coal, etc), flue liner or insert  
Add or alter door in existing structure  
Add or alter stairs, handrails or guards in an existing structure  
Moving an existing structure or demolish existing structure  
Add or alter alarm, detection and/or sprinkler system  
Retaining walls holding back more than 4' of fill  
Awnings greater than 9 square feet in size  
Trenches  
Outdoor wood-fired boilers (hydronic heaters)

We recommend that regardless of the type of construction, an applicant consult with the Building Inspector prior to submitting a building permit application and prior to starting any work. Submit 3 copies of plan with completed permit application to Building Inspector.

Inspections from the building inspector for permitted work are as follows:

**Foundation footings** with steel in place prior to concrete being poured  
**Foundation walls** with steel in place prior to concrete being poured  
**Foundation walls damp-proofed** with foundation drains in place prior to backfilling  
**Sonotubes/piers** in place prior to concrete being poured  
**Framing**, prior to covering any structural connections with siding or roofing (after electrical and plumbing have signed-off on rough inspections). With fire-caulk complete  
**Insulation** prior to covering with sheetrock  
**Final for Certificate of Occupancy**, after electrical, plumbing & Fire finals & sign-offs

**SITE PLAN REVIEW required for new structures, as follows:**

- Contact Town Clerk for house number
- Contact Conservation Commission for any wetland determination
- Contact Board of Health for septic system permit procedure and well permit procedure. There must be an approved septic system design and potable water in place for a building permit to be issued.
- Contact Highway Superintendent for driveway permit application
- Contact Plumbing Inspector for plumbing permit
- Contact Electrical Inspector for plumbing permit
- Contact Gas Inspector or Oil Burner Inspector for permits

Additions to existing structures must contact Conservation Commission for determination. Adding any additional bedrooms requires Board of Health approval of existing septic or new septic design.

All work involving plumbing, electrical, gas or oil-burner work requires permits by that department.

**STATE AND LOCAL LAWS AND BYLAWS**

The Town of West Stockbridge strictly enforces the provisions of the Mass State Building Code (780 CMR), regulations of the Mass Architectural Access Board (521 CMR), the Zoning Bylaws, the Sub-division Control Law, Regulations of the Board of Health and the Conservation Commission, and other laws relative to the protection of the public health and safety. The applicant is responsible for adherence to all of the pertinent regulations and bylaws. Failure to comply with said regulations and bylaws may result in revocation of the permit.

Failure to obtain required permits, inspections, certification, et al, may result in a non-criminal violation fine, referral to Mass Housing Court or both.

**MASS WETLANDS PROTECTION ACT**

Any proposed alteration of land within **100** feet of most wetland or flood prone areas requires that a **Request for Determination of Applicability** must be filed with the Conservation Commission. ConCom will, at public meeting, determine if the project and/or property falls within their jurisdiction. If ConCom determines applicability, the applicant shall be required to file a Notice of Intent and receive an Order of Conditions from the ConCom. All submissions to ConCom must be filed prior to commencement of any work.

**QUESTIONS**

**Questions regarding any applications should be directed to the appropriate Inspector, Officer, Board, or Commission.**